

DISCIPLINARY REDUCTION (Demotion) NOTICE

DER REPORT NO.

Distribute a copy to:

- Employee
- Department
- Union (if required)
- Employees' Retirement System
- Dept. of Employee Relations – Pay Services Section

Date: _____

Employee:		Pension No.	Employee ID. No.:
Department/ Bureau:		Race:	
		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Division:		Div. No.:	
		Loc. No.:	
Immediate Supervisor:			

In accordance with City Service Commission Rule XIII, Section 5, you are hereby reduced effective

_____ (☐ am / ☐ pm) on _____ (date)

from _____ (Job Title)

to _____ (Job Title)

for the following cause(s). **DESCRIPTION OF SITUATION** (provide specifics including prior discipline, if any):

RIGHT OF APPEAL must be exercised within three days of receipt of the notice:

- 1) A regularly appointed Civil Service employee (one who has completed his/her probationary period) may appeal in writing to the City Service Commission within three days after receipt of this notice.
- 2) Employee in a department under the supervision of a board or commission of three or more members must appeal to that board or commission.

Date: _____	Signature*:
Time: <input type="checkbox"/> am <input type="checkbox"/> pm	
<i>Date and Time given to Employee</i>	Title:
*PRIOR UNION NOTIFICATION must be given to the certified union if bargaining unit employee is involved.	Signature:
	Title: